

Town of Berlin: Draft Functional Requirements

Column F: Available Responses	
Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion
IF Y-ND Selected Column K:	
F	Feature Schedule for Future Release in Generally Available Software
E	Feature Developed as Enhancement for this Project
Column G: Available Responses	
S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

Req #	Function	Process	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live
1	SYSTEM	Documents	System allows attached documents to be stored directly in system				X
2	SYSTEM	Security	System uses role based security where security roles are tied to users				X
3	SYSTEM	Security	System uses role based security where security roles are tied to positions				X
4	SYSTEM	Security	Security settings can be set for modules				X
5	SYSTEM	Security	Security settings can be set for screen or function				X
6	SYSTEM	Security	Security settings can be set for field				X
7	SYSTEM	Security	Security settings can be set for reports				X
8	SYSTEM	Security	Security settings can be set for data (by chart of accounts,department, etc.)				X
9	SYSTEM	Security	Security settings can be set to allow user to log in				X
10	SYSTEM	Security	Security settings can be set to allow user to add data				X

11	SYSTEM	Security	Security settings can be set to allow user to delete data				X
12	SYSTEM	Security	Security settings can be set to allow user to change data				X
13	SYSTEM	Security	Security settings can be set to allow user to view data				X
14	SYSTEM	Workflow	Workflow can be routed to users for approval:				X
15	SYSTEM	Workflow	Workflow can be routed to roles for approval				X
16	SYSTEM	Workflow	Workflow can be routed to positions for approval				X
17	SYSTEM	Workflow	Workflow can be routed to requestor's supervisor				X
18	SYSTEM	Workflow	Workflow approval can be group approval (approval required from person A or person B or anyone with similar role)				X
19	SYSTEM	Workflow	Workflow approval process can include both reviewer and approver (approver must approve requisition to move forward. Reviewer is notified, but lack of action does not hold up process- notify only)				X
20	SYSTEM	Workflow	Approver notified of workflow items through email				X
21	SYSTEM	Workflow	Approver notified of workflow items through system notification				X
22	SYSTEM	Workflow	Approver can approve workflow				X
23	SYSTEM	Workflow	Approver can deny/reject workflow				X
24	SYSTEM	Workflow	Approver can place on hold workflow				X
25	SYSTEM	Workflow	Approver can forward workflow approval				X
26	SYSTEM	Workflow	Approver can enter notes into approval providing explanation of response				X
27	SYSTEM	Workflow	Original requestor can view status of workflow approval path				X
28	SYSTEM	Workflow	Workflow approvals can be re-routed to secondary approver without having to re-initiate the workflow from the beginning if primary approver is out (example: on vacation, sick)				X

29	SYSTEM	Audit	System creates audit log that tracks changes to existing records, new records, and deletions of records				X
30	SYSTEM	Audit	Audit log tracks user making change, time, date of change				X
31	SYSTEM	Audit	Audit log tracks new value and old value for changes				X
32	SYSTEM	Support	Provide access to a system manual or equivalent with search capabilities				X
33	SYSTEM	Support	Provide system support that can dial in remotely				X
34	SYSTEM	Support	Provide system support within 2 hours				X
35	SYSTEM	Support	System support is available during regular hours and after regular hours				X
36	GL	General Ledger Set Up	System provides chart of account structure with multiple independent segments				X
37	GL	General Ledger Set Up	General Ledger and project ledger supports alpha numeric accounts				X
38	GL	General Ledger Set Up	Segments of chart of accounts used in acceptable combinations to form full general ledger account				X
39	GL	General Ledger Set Up	System supports segments representing programs that can extend across multiple departments				X
40	GL	General Ledger Set Up	System supports project ledger for tracking projects and grants				X
41	GL	General Ledger Set Up	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies				X
42	GL	General Ledger Set Up	System provides short cut key functionality to allow users to not enter full account characters				X
43	GL	General Ledger Set Up	System can designate an account as active (available for posting)				X
44	GL	General Ledger Set Up	System can designate an account as active (available for budgeting)				X

45	GL	General Ledger Set Up	System can designate an account as inactive (not available for posting)				X
46	GL	General Ledger Set Up	System only allows transactions to post to active accounts within any open period				X
47	GL	General Ledger Set Up	System restricts certain types of activity from posting to accounts (for example: can't use PO against salary account)				X
48	GL	General Ledger Set Up	System prevents accounts from being deleted if any activity is posted to them				X
49	GL	Budget Control	Budget control can be set to soft error (Warn user but allow)				X
50	GL	Budget Control	Budget control can be set to hard error (Do not allow)				X
51	GL	Budget Control	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)				X
52	GL	Budget Control	System allows budget control at summary roll up of account/object				X
53	GL	Journal Entry	System allows journal entries to be entered by departments and routed through workflow for approval				X
54	GL	Journal Entry	Journal entries are posted in real time and available for reporting				X
55	GL	Journal Entry	System supports multiple line items for journal entries (please indicate any limitations in the notes column)				X
56	GL	Journal Entry	Journal entries record the source of the transaction (e.g., manual entry or automated entry from another module)				X
57	GL	Journal Entry	Journal entries are validated against the chart of account structure for valid accounts				X
58	GL	Journal Entry	Journal entries are validated against: Available funds (budget check or cash availability check)				X

59	GL	Journal Entry	Journal entries are validated against balancing entries (make sure all entries balance)				X
60	GL	Journal Entry	Users can import journal entries from spreadsheet (e.g., Microsoft Excel)				X
61	GL	Journal Entry	Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system				X
62	GL	Journal Entry	System allows creation of a journal entry from previously entered journal entry format (copy journal), by: Line item				X
63	GL	Journal Entry	System allows creation of a journal entry from previously entered journal entry format (copy journal), by: Entire journal entry				X
64	GL	Journal Entry	System allows users to reverse journal entry with proper security and approvals				X
65	GL	Journal Entry	System allows to schedule accrual auto-reversals.				X
66	GL	Journal Entry	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed				X
67	GL	Journal Entry	Users can attach files for documentation to journal entry				X
68	GL	Journal Entry	Users can save journal entries that have not yet been posted or cleared for all validation errors online				X
69	GL	Journal Entry	System restricts accounts that user can post journal entries to by security				X
70	GL	Journal Entry	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)				X
71	GL	Recurring Journal Entry	System provides templates and notifications for recurring journal entries				X
72	GL	Recurring Journal Entry	System provides templates and notifications for recurring journal entries With the same dollar value				X

73	GL	Recurring Journal Entry	System provides templates and notifications for recurring journal entries With varying dollar amounts				X
74	GL	Recurring Journal Entry	Recurring journal entries occur at regular frequency (can set start and stop dates)				X
75	GL	Month End Close	System allows closing of months				X
76	GL	Cost Allocation	System uploads interest revenue and distributes to proper fund/account based on average daily balance				X
77	GL	Cost Allocation	Credit card processing fees allocated based on revenue collected				X
78	GL	Annual Close Process	System allows more than 12 accounting periods, 14 at a minimum				X
79	GL	Annual Close Process	System rolls encumbrances to next year carrying forward budget				X
80	GL	Annual Close Process	System rolls encumbrances to next year carrying forward encumbrance				X
	GL	Annual Close Process	System rolls encumbrances forward without the budget				X
81	GL	Annual Close Process	When rolled purchase order is closed in new year, system removes any unspent carry forward budget				X
82	GL	Annual Close Process	System closes at end of period by fund				X
83	GL	Financial Reporting	System provides Statement of Revenues and Expenditures				X
84	GL	Financial Reporting	System provides CAFR report: Government-Wide Statements: Statement of Net Assets				X
85	GL	Financial Reporting	System provides CAFR report: Government-Wide Statements: Statement of Activities				X
86	GL	Financial Reporting	System provides CAFR report: Balance Sheet - Governmental Funds				X
87	GL	Financial Reporting	Reconciliation of Balance sheet - Governmental funds to statement of net assets				X

88	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds				X
89	GL	Financial Reporting	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities				X
90	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - by Governmental Funds				X
91	GL	Financial Reporting	System provides CAFR report: Statement of Net Assets - Proprietary Funds				X
92	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenses, and changes in net assets - proprietary funds by fund				X
93	GL	Financial Reporting	System provides CAFR report: Statement of Revenues, Expenses, and changes in net assets - proprietary funds by function				X
94	GL	Financial Reporting	System provides CAFR report: Statement of Cash Flows - Proprietary Funds				X
95	GL	Financial Reporting	System provides CAFR report: Statement of Net Assets				X
96	GL	Financial Reporting	System provides CAFR report: Statement of Activities by function				X
97	GL	Financial Reporting	System provides monthly interim report (budget/actual information)				X
98	GL	Financial Reporting	Trial balance reporting				X
99	GL	Financial Reporting	Profit and Loss by department				X
100	GL	Financial Reporting	Time period reporting				X
101	GL	Financial Reporting	Ability to report on any range of accounts				X
102	GL	Cash Management	System supports use of pooled cash				X
	GL	Cash Management	Provides bank reconciliation that allows the Town to reconcile the bank accounts within the software				X

103	GL	Cash Management	System allows import of bank activity and balances and reconciles to recorded receipts and disbursements				X
104	GL	Cash Management	System reconciles both cash/check transactions as well as credit card payments with potential lag in posting date				X
105	GL	Cash Management	Generate a system alert when insufficient funds are available for planned check runs based upon multiple user-defined thresholds				X
106	GL	Cash Management	System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position				X
107	PG	Project Set Up	Supports multiple-year projects				X
108	PG	Project Set Up	Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)				X
109	PG	Project Set Up	System tracks funding Sources (multiple funding sources for each project)				X
110	PG	Project Set Up	Project tracks project start date and end date				X
111	PG	Project Set Up	System uses project start date and end date for determining eligible expenditures and doesn't allow transactions outside project eligibility period				X
112	PG	Project Set Up	Projects can be established across multiple funds and departments				X
113	PG	Project Set Up	System will identify and track user-defined multiple sub-levels of a project (e.g. design, pre construction, construction, post construction, completed)				X
114	PG	Project Budget	System allows creation of project budget for select projects (not required for all projects)				X
115	PG	Project Budget	Project budgets are established for entire project				X

116	PG	Project Budget	Project budgets are established by fiscal year within multi-year project				X
117	PG	Project Budget	Budget control for a project can be set for calendar year				X
118	PG	Project Budget	Budget control for a project can be set for other organization's fiscal year (federal government)				X
119	PG	Project Budget	Budget control for a project can be set for entire Life of Project (multi-Year)				X
120	PG	Project Budget	System can control budget at project level				X
121	PG	Project Budget	System can control budget at sub-project level (example: phase, task, etc.)				X
122	PG	Project/Grant Tracking	System allows for tracking direct costs (encumbrance) to project through purchasing				X
123	PG	Project/Grant Tracking	System allows for tracking direct costs (expense) to project through accounts payable				X
124	PG	Project/Grant Tracking	System allows for tracking direct costs and indirect costs (encumbrance and expense) to project through journal entries				X
125	PG	Project/Grant Tracking	System interfaces to ADP to allow employees to charge time to projects				X
126	PG	Project/Grant Tracking	System will split the cost of projects across various funding sources by Percentage (e.g. 70% grant, 30% bond)				X
127	PG	Project/Grant Tracking	System will split the cost of projects across various funding sources by Priority (Grant first, local funds next)				X
128	PG	Project Tracking	System will split the cost of projects across various funding sources by priority up to limit (example: Charge grant first up to \$10,000 then charge local funds)				X
129	PG	Project Revenue	System allows revenue source to be split across multiple projects				X
130	PG	Project Revenue	System can assign multiple revenues sources to be used for single project				X
131	PG	Project Revenue	System applies interest earned to project				X

132	PG	Project Revenue	System will track advance payments on grants				X
133	PG	Project Billing	The system interfaces with accounts receivable to provide all billing, aging, and tracking capabilities.				X
134	PG	Project Billing	Generates revenue/receivable transactions from grants expenditure data				X
135	PG	Project Billing	Produces an invoice based on the direct and indirect costs				X
136	PG	Project Billing	System can generate invoice to bill for any project costs (bill to contractor, citizen, other government, or grant)				X
137	PG	Project Billing	System can generate invoice for appropriate billable expenses at end of project				X
138	PG	Project Billing	System can generate invoice for appropriate billable expenses at any point (bill current charges)				X
139	PG	Project Billing	Project billing based on actual expenses (using current salary and benefit information)				X
140	PG	Project Billing	Project billing based on actual expenses (using current salary and benefit information) plus percentage				X
141	PG	Project Close	Prevents deletion of a project or project account which has activity associated with it				X
142	PG	Project Close	Closes project using effective dating				X
143	PG	Project Close	Close of projects does not lose detailed history of project				X
144	PG	Project Close	Allow soft close to project that doesn't allow new expenditures but does allow final cost adjustments				X
145	PG	Project Capitalization	Expenditures for capital project can be identified as capitalized expenses				X
146	PG?PO	Project Capitalization/Asset P	Identify capital assets by fund and identify at purchase				X

147	PO	Purchase Requisition	Each department initiates purchasing process through requisition entry into the system				X
148	PO	Purchase Requisition	System accommodates discrete purchase orders (purchase order for specific quantity of good or service)				X
149	PO	Purchase Requisition	System accommodates blanket purchase order (purchase order with vendor for specified dollar amount)				X
150	PO	Purchase Requisition	Requestor can attach files to requisition at header level, files can be individually printed or printed with document				X
151	PO	Purchase Requisition	System allows user to record information on competing quotes				X
152	PO	Purchase Requisition	Purchase requisition allows user to identify project ledger segments on line item				X
153	PO	Purchase Requisition	System limits accounts that requestor is available to charge to by role/department				X
154	PO	Purchase Requisition	Allow purchase requisition templates to be created for routine purchases				X
155	PO	Purchase Requisition	Allows creation of purchase requisition from existing purchase requisition - (clone entire requisition)				X
156	PO	Purchase Requisition	System allows copying and duplicating lines on a purchase requisition				X
157	PO	Purchase Requisition	When purchase requisition is submitted, system provides budget check				X
158	PO	Purchase Requisition	Budget control can be set to soft error (Warn user but allow)				X
159	PO	Purchase Requisition	Budget control can be set to hard error (Do not allow)				X
160	PO	Purchase Requisition	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)				X
161	PO	Purchase Requisition	System tracks pre-encumbrances (purchase requisitions)				X
162	PO	Purchase Requisition	Budget check performed at the fund level				X

163	PO	Purchase Requisition	Budget check performed at the department level				X
164	PO	Purchase Requisition	Budget check performed at the project level				X
165	PO	Purchase Requisition	Budget control warnings can be sent through workflow or email to other users (supervisor)				X
166	PO	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (example: department)				X
167	PO	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (object/account code)				X
168	PO	Purchase Requisition	System allows users to cancel requisition before it is approved				X
169	PO	Purchase Requisition	Cancelled requisitions or cancelled requisition line items release pre-encumbrance				X
170	PO	Purchase Order	System allows creation of purchase order directly (no purchase requisition)				X
171	PO	Purchase Order	System performs budget check for purchase orders created without requisition				X
172	PO	Purchase Order	Creation of purchase order creates encumbrance				X
173	PO	Purchase Order	System provides for approval process for purchase order prior to being sent to vendor:				X
174	PO	Purchase Order	Approval process for purchase order can be routed by account (example: department or fund)				X
175	PO	Purchase Order	System allows for encumbrance of shipping and freight and allows user to add shipping and freight to purchase order				X
176	PO	Purchase Order	Shipping and freight charges distributed to accounts by line item on PO				X
177	PO	Purchase Order	User can attach files to purchase order at header level, files can be individually printed or printed with document				X

178	PO	Purchase Order	Requestor can attach files to requisition at line item level				X
179	PO	Purchase Order	Purchase order sent to vendor through Email				X
180	PO	Purchase Order	Purchase order sent to vendor through Hard copy (print and mail)				X
181	PO	Purchase Order	Purchase order identifies originator of PO and contact information				X
182	PO	Purchase Order	System allows purchase orders to be re-sent - System identifies re-printed purchase orders as duplicates				X
183	PO	Receiving	System allows user to search for PO by PO#, vendor, description, department				X
184	PO	Receiving	System tracks goods or services received				X
185	PO	Receiving	User can acknowledge receipt of enter purchase order				X
186	PO	Receiving	User can acknowledge receipt of purchase order by individual line item				X
187	PO	Receiving	User can record partial receipt				X
188	PO	Receiving	System tracks vendor performance at receipt (on time, damaged, other comments)				X
189	PO	Receiving	System identifies orders that have not been received after X days since PO creation				X
190	PO	Modify PO/Change Order	Any open purchase order can be modified by change order				X
191	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for increase quantity or amount				X
192	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for decrease quantity or amount				X
193	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for canceling line items				X
194	PO	Modify PO/Change Order	Departments can initiate request for a change to purchase order for canceling entire PO				X

195	PO	Modify PO/Change Order	Approval of change to purchase order encumbers funds or releases encumbrance of funds				X
196	PO	Modify PO/Change Order	Printing of modified purchase order clearly labels that purchase order has been changed				X
197	PO	Modify PO/Change Order	Purchase order identifies information that was changed on header and line item				X
198	PO	Purchasing Cards	System allows users to identify correct account for each p-card transaction				X
199	PO	End of Year Process	Any open purchase orders at year end can be rolled to next fiscal year				X
200	PO	End of Year Process	Any open purchase order rolled to next fiscal year can roll associated encumbered budget to next fiscal year				X
201	PO	End of Year Process	Any open purchase order can be paid out of old fiscal year in new year prior to old fiscal year close				X
202	PO	End of Year Process	Closed purchase orders at end of year release encumbrance on budget and contract				X
203	AP	Vendor File	System uses one vendor file for purchasing and accounts payable				X
204	AP	Vendor File	Vendor file is linked to customer file used for accounts receivable				X
205	AP	Vendor File	System prevents duplicate vendors by preventing duplicate vendor tax ID				X
206	AP	Vendor File	System warns of duplicate vendors by identifying duplicate vendor name				X
207	AP	Vendor File	System warns of duplicate vendors by identifying duplicate vendor address				X
208	AP	Vendor File	System allows users (with security access) to temporarily deactivate a vendor separately from the purchasing and AP process				X
209	AP	Vendor File	System allows users (with security access) to merge two vendors)				X
210	AP	Vendor File	Supports Parent/Child relationships for vendor records				X

211	AP	Vendor File	Maintains multiple address types				X
212	AP	Vendor File	Maintains multiple location addresses for each vendor				X
213	AP	Vendor File	System identifies default payment remittance address				X
214	AP	Vendor File	System identifies 1099 vendors				X
215	AP	Vendor File	System identifies cumulative purchase history by vendor to identify common vendors				X
216	AP	Vendor File	System identifies one time vendors - vendors set up in normal vendor file but identified as one-time vendor for easier data entry and system search functions				X
217	AP	Vendor File	System allows changing status of one time vendor to "real" vendor				X
218	AP	Vendor File	System allows placing all payments to vendor on hold				X
219	AP	Vendor File	Vendor file stores vendor payment preference (ACH or check)				X
220	AP	Vendor File	Vendor files can identify terms and conditions that are applied to purchase orders for that vendor				X
221	AP	Vendor Self Service	Vendor self service capabilities allows vendors to register with the Town				X
222	AP	Invoice Processing	System allows entering of direct claims without purchase order				X
223	AP	Invoice Processing	System provides workflow approval path for Invoices from purchase orders				X
224	AP	Invoice Processing	System provides workflow approval path for Invoices without purchase orders				X
225	AP	Invoice Processing	Invoices routed through workflow for approval based on amount				X
226	AP	Invoice Processing	Invoices routed through workflow for approval based on PO vs no PO				X
227	AP	Invoice Processing	Invoices routed through workflow for approval based on chart of account information				X
228	AP	Invoice Processing	Supports partial payments (partial payment of invoice)				X

229	AP	Invoice Processing	System supports applying credit memo to invoice for incorrect invoices				X
230	AP	Recurring Payments	System supports creation of template for recurring AP invoices with pre-defined account distribution				X
231	AP	Invoice Processing	Allow payment of multiple purchase orders from one invoice				X
232	AP	Invoice Processing	Allow multiple invoices to be received and processed for one purchase order				X
233	AP	Invoice Processing	System will automatically check for and prevent duplicate invoice numbers for the same vendor (don't pay same invoices twice)				X
234	AP	Invoice Processing	System allows files to be attached in the system to the invoice (scanned image of invoice)				X
235	AP	Refunds	System processes refunds to one time customers				X
236	AP	Matching	Supports 2 way matching (purchase order, invoice)				X
237	AP	Matching	Supports 3 way matching (purchase order, receiving document, invoice)				X
238	AP	Matching	System provide workflow approval for invoice for services and other purchase goods/services without receipt				X
239	AP	Matching	Matching occurs at line item detail level				X
240	AP	Matching	System allows tolerance on PO price and invoice price for matching based on Percentage (example: invoice can't be greater than 110% of purchase order)				X
241	AP	Payment Process	After approval, schedule invoices for payment based on invoice date (example: 45 days after invoice date)				X
242	AP	Payment Process	After approval, schedule invoices for payment based on date entered by AP clerk				X
243	AP	Payment Process	After approval, schedule invoices for payment based on grouping of invoices (example: employee reimbursement)				X

244	AP	Payment Process	The system prints checks on blank check stock				X
245	AP	Payment Process	The system prints checks with MICR encoding				X
246	AP	Payment Process	The system prints checks with electronic signatures				X
247	AP	Payment Process	System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (ctx).				X
248	AP	Payment Process	System allows printing of checks without any impact on other users in system				X
249	AP	Payment Process	The system prints checks based on regular schedule				X
250	AP	Payment Process	The system prints on-demand checks (single check printing)				X
251	AP	Payment Process	The system creates/sorts checks based upon chart of account information (example: fund or department)				X
252	AP	Payment Process	The system creates/sorts checks based upon vendor				X
253	AP	Payment Process	The system creates/sorts checks based upon payment type (employee reimbursement, one time vendors, etc.)				X
254	AP	Payment Process	System sends electronic remittance advice for EFT payments to vendor through email				X
255	AP	Payment Process	System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run).				X
256	AP	Payment Process	System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)				X
257	AP	Payment Process	Provides an edit list of payments for approval prior to check run				X
258	AP	Payment Process	System itemizes invoices (including the vendor invoice number) on the remittance advice				X

259	AP	Payment Process	System allows users to place a payment on hold				X
260	AP	Payment Process	Enter broadcast messages which appears on all AP check stubs				X
261	AP	Payment Process	Users may enter a message for one specific vendor which appears on that specific check stub				X
262	AP	Void and Cancel	System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract balances				X
263	AP	Void and Cancel	System allows user to void check and re-issue replacement check				X
264	AP	Void and Cancel	System allows users to cancel current and prior fiscal year checks and have the system automatically credit back designated accounts				X
265	AP	Tax Reporting	Monitors cumulative payments to 1099 vendors				X
266	AP	Tax Reporting	On-demand 1099 form generation				X
267	AP	Tax Reporting	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)				X
268	AP	Tax Reporting	System generates 1099-Misc				X
269	AP	Tax Reporting	System generates 1099-S				X
270	AP	Tax Reporting	System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc.				X
271	AP	Tax Reporting	System generates 1099 with a name associated with Federal ID				X
272	AP	Tax Reporting	Identifies Non-profit vendors				X
273	AP	Tax Reporting	Identify to Town that vendor does not have a W-9 on file				X
274	AP	Tax Reporting	System can produce electronic file to send 1099 related forms to IRS				X

275	BUD	Budget Requests	Budget preparation system accommodates entering budget detail for departmental budgets (by accounts within a department)				X
276	BUD	Budget Requests	Budget preparation system accommodates entering budget detail for project budget (over multiple years - up to life of project)				X
277	BUD	Budget Requests	System pre-populates budget entry fields with past budget version				X
278	BUD	Budget Requests	System used to prepare budgets for revenues and expenses				X
279	BUD	Budget Requests	Departments enter budget requests through system including requested budget amount				X
280	BUD	Budget Requests	Departments enter department narrative information along with budget requests (Example: department goals, challenges, highlights of major changes, etc.)				X
281	BUD	Budget Requests	Departments enter budget requests through system including notes/comments/narrative				X
282	BUD	Budget Requests	Departments enter budget requests through system including attaching documents				X
283	BUD	Budget Requests	Pre determined budget limit can be calculated as a percentage of last year's projected actual expenses				X
284	BUD	Budget Requests	Users can create multiple versions of a budget request for "what if" scenario simulation				X

	BUD	Budget Requests	Provides multiple budget level options including department request, TA recommendation, and Mayor's proposed budgets that are separate from each other				X
285	BUD	Budget Requests	System supports multi-year budgeting				X
286	BUD	Budget Requests	System supports budgeting for one year and forecasting multiple years				X
287	BUD	Program Budgeting	System allows users to prepare budgets by program (can be across multiple departments)				X
288	BUD	Program Budgeting	Town operating budget is roll up of all accepted program budgets				X
289	BUD	Program Budgeting	System allows program budgets to be prioritized				X
290	BUD	Budget Development	Department worksheets are automatically rolled into organization-wide master budget				X
291	BUD	Budget Development	System maintains history of multiple budget versions including requested Budget				X
292	BUD	Capital Budgeting	Capital budgets prepared by project				X
293	BUD	Capital Budgeting	Project budgets created roll up to create department capital budget and overall capital improvement plan				X
294	BUD	Capital Budgeting	System allows individual capital project budgets created in project module to feed budget module				X

295	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on current employee salary and current benefit elections				X
296	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on position salary range and default benefit elections				X
297	BUD	Budget Projections	System calculates budget estimates to project spending during the remainder of the fiscal year				X
298	BUD	Budget Projections	System used to project revenues and expenses				X
299	BUD	Budget Projections	System uses straight-line projections				X
300	BUD	Budget Projections	System uses projection method based on last year actual				X
301	BUD	Budget Projections	System uses projection method based on last year actuals. budget to month				X
302		Budget Projections	Provides budget comparison to prior years with reporting				X
303	BUD	Final Budget	Final budget is exported to GL				X
304	BUD	Budget Adjustments	System allows departments to propose additional budget requests				X
305	AR	Customer File	Customer file is shared with vendor file used for purchasing and accounts payable				X

306	AR	Customer File	Single customer master is used for all receivables in the system				X
307	AR	Create Receivable	System creates receivable for all general billing				X
308	AR	Create Receivable	System allows user to create receivable manually for bill generated outside system				X
309	AR	Miscellaneous Billing	Departments will use system to create bills for various charges				X
310	AR	Miscellaneous Billing	System accommodates one-time invoices				X
311	AR	Miscellaneous Billing	System allows users to create invoices for each type by entering dollar amount				X
312	AR	Miscellaneous Billing	System allows users to create invoices for each type by entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules				X
313	AR	Miscellaneous Billing	System allows users to create invoices for each type by identifying expenses from project accounting to reimburse				X
314	AR	Miscellaneous Billing	Expense billings include salary and benefit expenses				X
315	AR	Miscellaneous Billing	Invoice prints with statement balance information				X
316	AR	Recurring Billing	System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: rent)				X

317	AR	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount				X
318	AR	Recurring Billing	System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts				X
319	AR	Recurring Billing	System saves templates for generating invoices (different template for each AR type)				X
320	AR	Receivable Tracking	System provides receivable tracking and aging reporting capabilities				X
321	AR	Receivable Tracking	System stores schedule of penalties and interest to apply to open receivables				X
322	AR	Receivable Tracking	Penalties can be flat fee amounts				X
323	AR	Receivable Tracking	Penalties can be percentage of original amount				X
324	AR	Receivable Tracking	Interest charges can be applied monthly				X
325	AR	Receivable Tracking	System generates customer statement that shows all outstanding bills/receivables				X
326	AR	Payment Receipt	System records payments against open receivables				X
327	AR	Payment Receipt	System records payments for point of sale transactions				X

328	AR	Payment Receipt	System allows decentralized cash receipting				X
329	AR	Payment Receipt	System generates deposit slip				X
330	AR	Payment Receipt	System routes deposit slip for workflow approval				X
331	AR	Payment Receipt	System applies one payment to multiple receivables / point of sale transactions				X
332	AR	Payment Receipt	System allows using multiple payment types to pay for one invoice (example: cash and credit card)				X
333	AR	Payment Receipt	Automatically generate general ledger distribution entries needed to record receipts				X
334	UB	Customer Account	System tracks customer information for multiple accounts				X
335	UB	Customer Account	System customer file provides at a minimum - name, multiple addresses, property tax id, email, and multiple phone numbers				X
336	UB	Customer Account	System tracks customer owning multiple properties				X
337	UB	Customer Account	Sytem identifies and tracks residential and commercial accounts				X
338	UB	Customer Account	System can link commercial and residential accounts				X

339	UB	Customer Account	System tracks history of customer				X
340	UB	Customer Account	System tracks history of location				X
341	UB	Customer Account	System tracks deposit for service on customer				X
342	UB	Customer Account	System refunds deposit upon closing account				X
343	UB	Customer Account	System supports transfer of service where one account is closed and another opened without loss of data on customer history				X
344	UB	Customer Account	System maintains alternate address for customers				X
345	UB	Customer Account	System maintains a service address and a forwarding address				X
346	UB	Customer Account	System identifies time period to send bill to alternate address (example: snow birds)				X
347	UB	Customer Account	Ability to link to the County site from customer functions				X
348	UB	Account Information	System tracks account for each service at each location				X
349	UB	Account Information	Accounts support multiple service types				X

350	UB	Account Information	Accounts linked to customer				X
351	UB	Account Information	System creates parent/child relationship with accounts/customers (landlord/tenant)				X
352	UB	Account Information	System tracks deposit for service on account				X
353	UB	Account Information	Scan and attach multiple forms of ID and deposit				X
354	UB	Account Information	System can calculate deposit based on previous tenant				X
355	UB	Account Information	System can calculate deposit based percentage of prior usage				X
356	UB	Account Information	Calculates interest earned on deposit for reimbursement				X
357	UB	Account Information	Ability to establish minimum deposit				X
358	UB	Account Information	Ability to inquire on system record via social security number and report on prior accounts with outstanding balance				X
359	UB	Account Information	Tracks Federal ID for commercial accounts and Cororate. name. along with owner info and social security number				X
360	UB	Account Information	Identify taxed or non-taxed customers via code				X

361	UB	Account Information	Generate multiple types of bill to a single account				X
362	UB	Account Information	Ability to identify types of customers ex. solar customer				X
363	UB	Location Information	System tracks history of all accounts at location				X
364	UB	Location Information	Location stores service availability information				X
365	UB	Location Information	System can have multiple locations for each master location (parent/child) (example: apartments in larger building)				X
366	UB	Meter Information	System interfaces with Telzon for electric consumption data				X
367	UB	Meter Information	System interfaces with Sensus for water consumption data				X
368	UB	Meter Information	System interfaces with Nexgrid (Itron) to record meter asset information for each premise/ Smart reader functionality. Identify other Smart Read functional interface capabilities in comments				X
369	UB	Meter Information	System tracks meter inventory				X
370	UB	Meter Information	System tracks meter change-out history				X
371	UB	Meter Information	Can upload info to units and then download to UBS				X
372	UB	Meter Information	Meter upload routes can be the same to both reader systems and the billing system				X
373	UB	Meter Information	Ability to review accounts with an edit report and generate readings out of parameters for reread				X
374	UB	Meter Information	Ability to make adjustments based on rereads				X

375	UB	Meter Information	Ability to support change out of meters and update billing based on new meter for all charges				X
376	UB	Meter Information	Can drilldown to meter location on customer record				X
377	UB	Meter Information	Provide comments for meter reader				X
378	UB	Meter Information	System provides multi-speck functionality to be compatible with AMI Smart Grid systems				X
379	UB	Service Requests	After approval of application and deposit; a service order can be generated for turnon and turnoff				X
380	UB	Service Requests	System generates service request for turn on/turn off				X
381	UB	Service Requests	Completion of service request updates utility billing information				X
382	UB	Service Requests	System provides mobile access for meter readers				X
383	UB	Service Requests	Rereads and cutoffs results need to be updated and not show up repeatedly				X
384	UB	Service Requests	Provides cutoff listing				X
385	UB	Service Requests	Provides easy inquiry of customer accounts				X
386	UB	Service Requests	Provides intelligent search capabilities				X

387	UB	Service Requests	Need to be able to inquire and report on various conditions ex. high usage, zero reads,				X
388	UB	Service Requests	Rereads and cutoffs results need to be updated and removed from active report				X
389	UB	Service Requests	Ability to establish billing rates per service.				X
390	UB	Service Requests	Provides multiple service tasks (unlimited)				X
391	UB	Service Requests	Can disconnect from one utility and not the other or any combination of utilities				X
392	UB	Service Requests	Ability to generate door hangers				X
393	UB	Service Requests	Ability to distribute notifications of disconnect				X
394	UB	Service Requests	System can automate service orders to service technicians				X
395	UB	Service Requests	System can differentiate between turnon/turnoff and move in/move out				X
396	UB	General Billing	System maintains multiple rate tables that can determine charges by type of service				X
397	UB	General Billing	System maintains multiple rate tables that can determine charges by type of service type of customer (residential / industrial)				X

398	UB	General Billing	System maintains multiple rate tables that can determine charges by consumption				X
399	UB	General Billing	Sytem maintains multiple rate tables based on residential and commercial accounts				X
400	UB	General Billing	System maintains multiple rate tables that can set flat fee charges				X
401	UB	General Billing	Rate tables can be set to tiered rate tables with consumption charged at marginal rate for each unit of consumption				X
402	UB	General Billing	Rate tables can be set to consumption charged one rate depending on total usage				X
403	UB	General Billing	Rate tables can be set to flat fee (service charge)				X
404	UB	General Billing	Ability for the system to handle negative numbers to make credit adjustments				X
405	UB	General Billing	System can establish a minimum invoice amount				X
406	UB	General Billing	System provides option to consolidate all accounts for customer on one bill				X
407	UB	General Billing	System provide bills monthly for customers				X
408	UB	General Billing	System generates bills on multiple billing cycles				X
409	UB	General Billing	System has option to determine who receives bills (tenant, landlord)				X
410	UB	General Billing	System has option to determine who receives bills by service type (landlord gets water; tenant gets electric)				X
411	UB	General Billing	System generates bill to multiple recipients (tenant gets bill, landlord gets notice				X
412	UB	General Billing	Third party can receive bill instead of account owner				X

413	UB	General Billing	Provides a consolidated summary statement for a Real Estate Management Company for several properties or accounts				X
414	UB	General Billing	System calculates discount for seniors				X
415	UB	General Billing	System supports budget billing (smoothing bill amount based on annual average)				X
416	UB	General Billing	System supports electronic billing				X
417	UB	General Billing	System can Email copy of bill to customer				X
	UB	General Billing	System supports online billing				X
418	UB	General Billing	Customer can access bill from online portal				X
419	UB	General Billing	System supports estimated billing (monthly billing with bi-monthly meter read)				X
420	UB	General Billing	Ability to bill developers for time with backup of actual cost				X
421	UB	General Billing	Invoice creation -collect 50% of estimate for developers				X
422	UB	General Billing	Create estimate, then create invoice				X
423	UB	General Billing	Service work cannot be generated until estimate is paid and needs to know when paid. Do not order material until paid and then will not install until other 50% paid.				X
424	UB	General Billing	Provides notification when estimate is paid				X
425	UB	General Billing	System provides option to consolidate some of accounts on single bill while providing separate bills for others				X
426	UB	General Billing	System prints bill with consumption amount				X
427	UB	General Billing	System prints bill with bar code				X

428	UB	General Billing	System prints bill with graphical display of usage				X
429	UB	General Billing	Provides pre-printed bills with a back page message				X
430	UB	General Billing	System prints bill with notes / Special Instructions to Customer				X
431	UB	General Billing	System provides capability to print bill from Town printer (individual bills on demand)				X
432	UB	General Billing	System allows Town to adjust bill without vendor involvement				X
433	UB	General Billing	Generate a report of multiple units to a single account				X
434	UB	General Billing	Report based on date parameters and point of time in history				X
435	UB	General Billing	Ability to bill minimum billing without reading				X
436	UB	General Billing	Ability to generate multiple billing reports including:				X
437	UB	General Billing	Customers billed				X
438	UB	General Billing	Unread accounts				X
439	UB	General Billing	Unpaid accounts				X
440	UB	General Billing	Type of billing				X

441	UB	General Billing	Read and Unread				X
442	UB	General Billing	PCA rate has to be retained for rebillings				X
443	UB	General Billing	Billing rate for historical billing is the rate in place in the timeframe the bill is requested for				X
444	UB	General Billing	Ability to change some accounts on an ad-hoc basis				X
445	UB	General Billing	Ability to add new accounts during billing cycle				X
446	UB	General Billing	System can generate multiple copies of a single billing				X
447	UB	General Billing	Provides access to a historical listing of invoices/bills generated to an account/customer				X
448	UB	Personal Property Assessment	Generates bills for personal property assessment				X
449	UB	Personal Property Assessment	Bills to only commercial entities for their materials and equipment they use				X
450	UB	Personal Property Assessment	Ability to convert Town (Certification Report) with assessed value dollar amount. (Currently, 1.07 per 100 dollars assessed value.)				X
451	UB	Personal Property Assessment	Property assessment can be billed independently of other system billing				X

452	UB	Water Billing	Water billed by consumption using tiered rate structure by type of Customer				X
453	UB	Water Billing	Water billed by consumption using tiered rate structure by meter size				X
454	UB	Water Billing	System accommodates meter reads with different units (some meter read in CCF, others in gallons)				X
455	UB	Water Billing	Water billing rates have minimum charge with allowable usage				X
456	UB	Water Billing	System will combine multiple meters for one account				X
457	UB	Sewer Billing	Tiered rate structure using water consumption				X
458	UB	Sewer Billing	System supports wastewater meter for industrial users				X
459	UB	Sewer Billing	System supports deduct meter (reduce wastewater charge by irrigation use)				X
460	UB	Sewer Billing	System charges administrative fee for deduct meters				X
461	UB	Electric Billing	System supports time of use metering				X
462	UB	Electric Billing	System identifies rates by peak/non-peak				X
463	UB	Electric Billing	System identifies rates by seasonal adjustments				X

464	UB	Electric Billing	System identifies rates by type of Metering / type of use / Type of account				X
465	UB	Electric Billing	System identifies rates by type of Customer				X
466	UB	Electric Billing	System supports customer enrollment in load shedding (discount for voluntary curtailment program compliance)				X
467	UB	Electric Billing	System supports 2-way (net) metering				X
468	UB	Electric Billing	System supports 3-phase demand meter calculation				X
469	UB	Electric Billing	System monitors power factor for each account and applies non-power penalty				X
470	UB	Electric Billing	System calculates power factor based on meter information				X
471	UB	Electric Billing	System supports green power opt in (pay premium for green power)				X
472	UB	Electric Billing	System identifies green power information on utility bill for opt in customers				X
473	UB	Electric Billing	System accommodates ratcheting (minimum demand charge is 50% of maximum for previous 12 month period)				X
474	UB	Electric Billing	Seasonal customers with demand of 100KWH or less ratchet is 40% of ratchet amount (50% of maximum of previous 12 months)				X
475	UB	Collections	System provides mail merge templates that use system information to generate customer letters				X

476	UB	Collections	System can provide a file for a third party bill printer				X
477	UB	Collections	System automatically applies late penalties to any overdue payments				X
478	UB	Collections	System generates reminder notices for late payments				X
479	UB	Collections	System provides statement with all outstanding payments and late charges				X
480	UB	Collections	System supports budget billing where annual estimated charges are identified and bills are equalized across months				X
481	UB	Collections	System will automatically maintain a reserve account for level billing enrollees.				X
482		Collections	System provides dunning capabilities (30/60/90 statements)				X
483	UB	Collections	System generates statement with outstanding charges, penalties/interest				X
484	UB	Collections	System generates statements with consumption history				X
485	UB	Collections	System provides account write-off capability				X
486	UB	Collections	Ability to consolidate delinquent accounts to a single door hanger notice.				X
487	UB	Collections	System termination letters identify which service or services and minimum amount to pay to avoid disconnect.				X
488	UB	Collections	System can add standardize language from PUC to delinquent letters				X

489	UB	Collections	Can consolidate different services on a disconnect letter				X
490	UB	Collections	Ability to establish date parameters and separate current billings from past due bills				X
491	UB	Collections	System automatically generates reconnect fee for payment to be reconnected				X
492	UB	Collections	Ability to establish payment plans with payment rules and establish in the disconnects file				X
493	UB	Collections	System can establish a disconnect process for payment plan customers and for unpaid deposits				X
494	CASH	Centralized Cashiering	System records point of sale transactions				X
495	CASH	Centralized Cashiering	System records transactions against receivables				X
496	CASH	Centralized Cashiering	System allows decentralized collection of payments on any receivable in system				X
497	CASH	Centralized Cashiering	System is integrated with utility billing system to upload detailed utility billing invoices				X
498	CASH	Centralized Cashiering	System tracks one central customer file that all invoices are charged against				X
499	CASH	Recording Payments	System applies one payment to multiple receivables / point of sale transactions				X
500	CASH	Recording Payments	System allows using multiple payment types to pay for one invoice (example: cash and credit card)				X
501	CASH	Recording Payments	Prioritize customer payments by different AR types (applies to partial payments also)				X
502	CASH	Recording Payments	System allows departments to enter daily deposits into system				X

503	CASH	Recording Payments	System can establish payment priorities by type of utility and be able to adjust in reverse automatically				X
504	CASH	Recording Payments	System can identify how a payment was made and where it came from including check numbers or wire number.				X
505	CASH	Recording Payments	Provides notification of NSF check inquiry during payment.				X
506	CASH	Recording Payments	Reversal of receivable for denied transactions, e.g., bounced checks, denied credit card transactions, etc. and automatically add NSF fees to customer's AR balance, with override ability				X
507	CASH	Recording Payments	When processing payment, system provides capability to look up the customer master file by any value in customer file				X
508	CASH	Recording Payments	Apply payments against individual line items on invoice				X
509	CASH	Recording Payments	Apply payments to customer and allow system to determine priority order of invoices				X
510	CASH	Recording Payments	System supports splitting one transaction type between multiple chart of accounts				X
511	CASH	Recording Payments	Ability to distribute payment, principal, penalty and interest and apply payment based on account setup.				X
512	CASH	Recording Payments	Need to separate principal and interest for outstanding balance.				X
513	CASH	Recording Payments	Ability to do automatic payment from customer bank or credit card accounts.				X
514	CASH	Recording Payments	Can apply payments to certain utilities - account segregation				X

515	CASH	Recording Payments	System generates a receipt to the payee				X
516	CASH	Recording Payments	System generates bank deposit slip				X
517	CASH	Recording Payments	Produces report listing total of all transactions processed by cashier during shift (z-tape report)				X
518	CASH	Web Payments	System allows customers to create an account and make web payments to any receivable in the system				X
519	CASH	Recording Payments	System allows customers to create an account and make web payments to other point of sale transactions				X
520	CASH	Recording Payments	System accepts credit cards				X
521	CASH	Recording Payments	System accepts direct debit from checking account				X
522	CASH	Recording Payments	System allows customers to set up and authorize recurring payments for:				X
523	CASH	Recording Payments	The same amount every month (fees)				X
524	CASH	Recording Payments	Different amounts each month (water bills)				X
525	CASH	Customer Overpayment	System stores overpayment amount on customer accounts and applies to next bill				X
526	CASH	Customer Overpayment	System provides refund to customer account for overpayment through accounts payable				X
527	CASH	Customer Deposit	System tracks customer deposits and applies charges to deposit amount				X
528	CASH	Customer Deposit	Customer deposits can be applied to customer (available for use on any invoice)				X
529	CASH	Customer Deposit	Customer deposits can be applied to account (only available for one type of charge)				X
530	CASH	Customer Deposit	System provides bill through accounts receivable if deposit amount is exceeded				X

531	UB	Account Close	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation				X
532	UB	Account Close	System can generate final bill and 2 reminder bills				X
533	UB	Account Close	Generate email notification to collection agency				X
534	UB	Account Close	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing/transfer of a customer account				X
535	UB	Account Close	Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible				X
536	UB	Account Close	System applies deposit amount to final bill				X
537	UB	Account Close	System refunds remaining deposit through AP. System has integrated link to AP				X
538	UB	Account Close	Ability to prorate interest accumulated for a deposit over period account was open				X
539	UB	Account Close	Final bill provides breakdown of interest on deposit				X
540	UB	Account Close	System provides amount to refund to Energy assistance fund				X
541	UB	Reporting	Ad-hoc reporting is available throughout the system.				X

542	UB	Reporting	Reports of paid and non-paid that are time sensitive. As of dating for outstanding bills.				X
543	UB	Self Service	System allows new customer to complete service application online				X
544	UB	Self Service	System allows customer to upload documents online				X
545	UB	Self Service	System allows customer to provide deposit online				X
546	UB	Self Service	System allows users access online payment portal to view current and past bills				X
547	UB	Self Service	System allows users access online payment portal to review consumption information				X
548	UB	Self Service	System allows users access online payment portal to view payment history				X
549	UB	Self Service	System allows users access online payment portal to make payment				X
550	UB	Self Service	System allows customer to make payment through credit card				X
551	UB	Self Service	System allows customer to make payment through direct withdrawal from checking account				X
552	UB	Self Service	Customer can set up automatic payments on website through bank draft				X

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